

TOWN OF ERIE
BOARD OF TRUSTEES REGULAR MEETING 1
Tuesday, March 24, 2015
6:30 p.m.
Board Room, Erie Town Hall, 645 Holbrook, Erie, CO 80516

I. CALL MEETING TO ORDER

Mayor Harris called the March 24, 2015 Regular Meeting of the Board of Trustees to order at 6:30 p.m.

II. PLEDGE OF ALLEGIANCE AND ROLL CALL

Roll Call:	Trustee Carroll	Present
	Trustee Schutt	Present
	Mayor Pro Tem Gruber	Present
	Trustee Moore	Absent/Excused
	Trustee Charles	Present
	Trustee Woog	Present
	Mayor Harris	Present

III. APPROVAL OF THE AGENDA

Action: Trustee Carroll moved to approve the March 24, 2015 agenda with the amendment of moving item d. from IV. Consent to item e. VII. Resolutions; the motion was seconded by Trustee Charles. The motion carried with all present voting in favor thereof.

IV. CONSENT AGENDA

- a. Approval of the March 10, 2015 Meeting Minutes
- b. Approval of the March 17, Special Meeting Minutes
- c. Resolution 15-42; A Resolution Authorizing the Lease of DS-85 Mail Folder Inserter
- d. Resolution 15-47; A Resolution Adopting the Memorandum of Understanding Between Weld County and the Town of Erie for the Collection of Motor Vehicle Sales Tax
- e. Ordinance 07-2015; An Ordinance of the Town of Erie Vacating a Public Access Easement Located on Tract G, Erie Highlands Filing No. 1 Final Plat; and Setting Forth Details in Relation Thereto (FIRST READING)

Action: Trustee Charles moved to approve the March 24, 2015 Consent Agenda; the motion was seconded by Trustee Schutt. The motion carried with the following Roll Call vote:

Trustee Schutt	Yes
Trustee Woog	Yes
Trustee Carroll	Yes
Trustee Charles	Yes
Mayor Pro Tem Gruber	Yes
Mayor Harris	Yes

V. PUBLIC COMMENT

Gary Polly, 1857 Wilson Circle, Erie, Colorado spoke to the Board about future parking arrangements with the Methodist Church and the Town.

Deandre Arndt, 828 Lehigh Circe, Erie, Colorado provided the Board with information regarding a new group she formed called Erie Forward invoked by a National Energy Civic Engagement Project.

VI. PROCLAMATIONS & PRESENTATIONS

a. Arbor Day and Earth Day Proclamations

The Town of Erie plans to celebrate Arbor Day 2015 on Saturday, April 25th. The Town and the Erie Tree Board invite residents to share in the Arbor Day Celebration which will be held at Longs Peak Park from 10:00 am - 12:00 noon. Planned activities include: presentation of the Tree City USA plaque, hands-on tree plantings, and activities for children, refreshments, drawings for gift certificates and prizes, free tree seedlings, and educational information. On behalf of the Tree Board and the Parks & Recreation Department, we request that the Board proclaim April 25, 2015 as Arbor Day in the Town of Erie.

b. Earth Day

The Town of Erie plans to celebrate Earth Day for the fifth time in conjunction with the 2015 Arbor Day celebration on Saturday, April 25, 2015. Erie residents are invited to share in this celebration which will be held at Longs Peak Park in from 10:00 am - 12:00 noon. Educational information will be available from a variety of organizations. We are also offering children's crafts and Earth Day contests. The Parks & Recreation Department requests that the Board proclaim April 22, 2015 as Earth Day in the Town of Erie, with the local celebration following on April 25, 2015.

VII. RESOLUTIONS

- a. Resolution 15-40; A Resolution of the Board Of Trustees of the Town Of Erie, Colorado Designating an Historic Landmark Pursuant to the Provisions of Title 3, "Boards and Commissions," Chapter 3, "Historic Preservation Advisory Board," Section 3-3-8 B. of the Town of Erie Municipal Code; Specifically Designating the Lincoln School, 645 Holbrook Street, Erie, Colorado, as a Town Historic Landmark Of Special Historical, Architectural, Cultural, Interest and Value of a Historic Nature; and, Setting Forth Details in Relation Thereto.

The Erie Municipal Code, Title 3, "Boards and Commissions, "Chapter 3 "Historic Preservation Advisory Board," Section 3-3-8B provides for the nomination and designation of structures and or sites of special historical or architectural value by the Board of Trustees. The Erie Historical Advisory Board has reviewed the application and is recommending approval subject to the Board of Trustee review and approval of the following site: 1. 645 Holbrook Street, Old Town Hall, application submitted by the EHAB on behalf of the Town In addition the HPB is requesting \$1,500.00 to cover the cost of a plaque for the building which shows that this building is listed on the National Register of Historic Places, the cost maybe less but not to exceed \$1,500.00.

RESOLUTIONS (continued)

Action: Trustee Schutt moved to approve Resolution 14-40; the motion was seconded by Trustee Charles. The motion carried with the following roll call vote:

Trustee Schutt	Yes
Trustee Woog	Yes
Trustee Charles	Yes
Mayor Pro Tem Gruber	Yes
Trustee Carroll	Yes
Mayor Harris	Yes

Action: General Board consensus was to approve the expenditure of no more than \$1500.00 for a plaque for the Town Hall/Lincoln School noting the National Historic significance.

b. Resolution 15-41; A Resolution of the Town of Erie Authorizing the Town to Apply for a Grant From the Colorado State Historical Fund for the Cultural Survey; of Various Historical and Architectural Buildings and or Structures in Erie.

The Town of Erie Historic Preservation Board would like to have the Board of Trustees approval to apply to the Colorado Historical Fund for a grant to survey thirteen potentially historically significant buildings and structures including the Mount Pleasant Cemetery, which the Town has owned and operated since 1881. The total cost for the survey is \$8,340.00; the matching funds required from the Town would be 25% or \$2,085.00. This would be a new appropriation to the Budget.

Action: Mayor Pro Tem Gruber moved to approve Resolution 15-41; the motion was seconded by Trustee Schutt. The motion carried with the following roll call vote:

Trustee Carroll	Yes
Mayor Pro Tem Gruber	Yes
Trustee Charles	Yes
Trustee Woog	Yes
Trustee Schutt	Yes
Mayor Harris	Yes

c. Resolution 15-44; A Resolution Awarding a Design Contract for Intersection Improvements for County Line Road From Bonnell to Telleen Project

In an effort to prioritize the use of Transportation Impact Funds, Public Works Staff met with the Town's Economic Development Coordinator to determine which transportation improvement projects would best benefit economic development and improve safety and operations in Erie. One of the top priorities identified was County Line Road from Bonnell Avenue to Telleen Avenue. The 2015 Capital Budget includes funds to design improvements to County Line Road from Bonnell Ave. to Telleen Ave. The design will be similar to Erie Parkway which includes; Two through lanes each direction; An on street bike lane each direction; A center median with left turning movements at intersections; An 8-foot walk completed on each side; Signing, lighting and striping; Drainage improvements; and a traffic signal warrant study and design for the intersection of County Line Road and Austin Avenue. The southwest corner of Erie Parkway and County Line Road has submitted a sketch plan for a commercial and multifamily development called Four Corners. As part of this design, the chosen consultant will coordinate the design of access locations onto County Line Road with this new development.

RESOLUTIONS (continued)

A Request for Proposal was posted on the Town's website on February 9, 2015 to ensure that local consultants were notified about this project. No local consultant submitted proposals; however two of the consultants have staff that live in Erie. The Town residents are employees of Loris and Associates and JVA, Incorporated. Staff reviewed 8 proposals. Three of the proposals were determined to not meet the requirements of the Request for Proposal. Staff has met with JVA, Incorporated (JVA) to ensure their project understanding meets Staff's expectations. Staff is recommending awarding JVA this project based on their qualifications, approach to the project, and design cost. JVA has experience with this type of project in Boulder, Granby, Jefferson County, Aurora and Berthoud. JVA has also completed the following design projects for Erie: Arapahoe Ridge Drainage Improvements, Erie Lake By-Pass Waterline and the civil design for Erie Community Park. Staff anticipates constructing the improvements from Bonnell Ave to Erie Parkway in 2016, and the improvements from Erie Parkway to Telleen in 2017. Once a preliminary design and construction cost estimate is complete, the need for phasing will be reevaluated.

Action: Trustee Charles moved to approve Resolution 14-44; the motion was seconded by Trustee Charles. The motion carried with the following roll call vote:

Trustee Schutt	Yes
Trustee Woog	Yes
Trustee Charles	Yes
Mayor Pro Tem Gruber	Yes
Trustee Carroll	Yes
Mayor Harris	Yes

d. Resolution 15-45; A Resolution for Payment Pursuant to Settlement Agreement for the Windy Gap Firing Project

The Northern Colorado Water Conservancy District ("NCWCD"), the Municipal Sub-district, which operates the Windy Gap Project and all of the participants in the Windy Gap Firing Project ("WGFP") approved a Settlement Agreement with downstream ranchers on May 21, 2013. The agreement was entered into to avoid a costly delay to the WGFP that could have resulted from a complaint to the Grand County Board of Commissioners alleging that the Municipal Sub-district was in violation of its 1041 Permit and Special Use Permit. The Settlement Agreement also protected the NCWCD, Municipal Sub-district and WGFP participants from future potential lawsuits by the ranchers under the original Windy Gap Agreement, the legislature authorizing the Colorado-Big Thompson ("CBT") Project, and the Colorado Water Conservancy Act. The settlement was discussed at length and after all factors were considered, it was agreed that a \$4 million payment would be made to the downstream ranchers to avoid the costs and uncertainty of a lawsuit would have delayed the WGFP for a significant amount of time. The money will be used to replace and repair irrigation systems and for stream restoration. The settlement represented 1.5% of the total cost of the Windy Gap Firing Project. The Settlement Agreement also replaced the language in the authorizing legislation for the CBT Project, Senate Document 80, which was ambiguous as to the requirements to maintain downstream irrigation pumps and systems. The settlement benefitted NCWCD, the Municipal Sub-district and the Windy Gap Firing Project participants. Based upon respective benefits, NCWCD agreed to pay \$1 million, Windy Gap participants agreed to pay \$1 million and the WGFP participants agreed to pay \$2 million, since it received the most benefit from the Settlement Agreement. This is the last of three payments made by the Town of Erie and the other participants. The attached invoice has two line items based upon the Town of Erie's pro-rata ownership in the Windy Gap Project and the WGFP. The total amount was also included in the Town of Erie's 2015 budget. Staff recommends the Board of Trustees authorize the payment of \$88,704.62 due and owing under the Settlement Agreement.

RESOLUTIONS (continued)

Action: Trustee Charles moved to approve Resolution 15-45; the motion was seconded by Mayor Pro Tem Gruber. The motion carried with the following roll call vote:

Trustee Carroll	Yes
Mayor Pro Tem Gruber	Yes
Trustee Charles	Yes
Trustee Woog	Yes
Trustee Schutt	Yes
Mayor Harris	Yes

- e. **Resolution 15-43; A Resolution Authorizing The Town Of Erie, Colorado, To Enter Into an Intergovernmental Agreement Between the Town Of Erie And the Red Tail Metropolitan District Ensuring Compliance With the Approved Service Plan and the Erie Municipal Code**

The Town previously approved the Service Plan (Plan) for Red Tail Ranch Metropolitan District (District) in October 2014. The District encompasses approximately 294 acres of land located north and west of the intersection of Weld County Roads 4 and 5. In accordance with the approved Plan and Title 9-4-6 of the Town of Erie Municipal Code, the Town requires the Districts to enter into an Intergovernmental Agreement (IGA) with the Town ensuring compliance with approved Plan and the Erie Municipal Code.

Action: Mayor Pro Tem Gruber moved to approve Resolution 15-43; the motion was seconded by Trustee Charles. The motion carried with a (5) five to (1) one vote in favor of with Trustee Carroll voting no.

VIII. GENERAL BUSINESS

a. Town Hall Remodel Project

During the April 1, 2014 Town of Erie Regular Municipal Election, voters approved funding for the construction of a new police station and municipal court building to replace the outdated workspace currently located in Town Hall. On November 18, 2014, The Board of Trustees approved Resolution 14-133, awarding the Consulting Contract to Oz Architecture for the Town Hall Needs Assessment and Programing Plan Stage of the Town Hall Remodel Project. The Town Hall Remodel project is a new project that will consist of multiple stages that include, evaluate the current space and current staff, evaluate parking needs, and determining how to use the vacated police station and municipal court space. The Town Hall needs assessment will provide a roadmap to use for evaluating the expansion to the current facility. The assessment will look to future needs, 10-20 years to support the services needs that will grow with the population of the Town. The Needs Assessment and Programing Plan began by gathering information from the Departments that would be housed at Town Hall: Town Administration, Marketing & Economic Development, Communication and Information Systems, Community Development, Finance, Parks & Recreation, and Public Works. Each Department Head was asked to analyze the functionality of their current work space, how they interact with other departments, are there better ways to serve our residents seeking services and project future staffing needs to serve the projected 40,000 residents. Each Department Head met individually with Oz Architecture to discuss current and future needs. Using the information gathered from the meetings as well as site investigations, Oz Architecture produced a program to address inefficacy of current work space, visitor confusion, and unusual confusing entrances and common areas. They also detailed the total sq/ft required to meet the current and future staffing, common area and parking needs.

GENERAL BUSINESS (continued)

Oz Architecture has produced two conceptual "bubble" floorplans and met again with each Department to present the two options. It was in these meeting that Option One became the preferred staff layout that met each department needs in the most efficient manner. Oz Architecture took Option One and developed the "bubble" plan into a more detailed plan. The consultants also reviewed the mechanical, electrical, plumbing, fire protection, and structural system of the existing Town Hall. They then used this information to start developing probable cost ranges for the improvements.

The cost ranges for the improvements are as follows:

Project	Estimated Cost	Cost per SF	Notes
Existing Town Hall Renovation & Addition	\$13,545,000	\$302 / SF	20,588 Renovated SF 24,319 New SF = 44,907 Total SF
Minor Renovation of Existing Police Space	\$395,000	\$99 / SF	4,000 SF

If the Needs Assessment and Programing Plan are found to be reasonable by the Board of Trustees Town staff could proceed as follows:

- Request a proposal for Oz Architecture to complete the design of the current police station and municipal court space
- Request a proposal for Oz architecture to complete the Existing Town Hall Renovation & Addition
- Prepare a Request for Qualifications seeking contractors that are interested in the project then selecting up to five to participate in the Request for Proposal for pre-construction services and cost estimating.
- Prepare a funding plan to present to the Board of Trustees
- Begin Construction

Action: Board direction was to proceed with the minor renovation of the existing police space and work with the Methodist Church to secure arrangements for additional parking space.

IX. BOARD OF TRUSTEES REPORTS

Trustee Carroll asked if the MOU Attorneys had all the information they needed to proceed. In addition Trustee Carroll asked about starting an "Adopt a Trail" program to help with trash clean up on the Town trails. Also staff was directed to provide utility bill customers with notification that they can opt out of paper bills and receive and pay bills on line.

Trustee Woog asked when our verbal agreements with EnCana will expire and had Sullivan and Green met with EnCana and was concerned about the progress of the negotiations.

Trustee Charles concurred with Trustee Woog in wanting to see more progress on the MOU negotiations with the Oil and Gas Companies. He also thanked the Historic Preservation Board for their support and contributions.

Mayor Harris noted that there are High School students who need community service hours for their participation in National Honor Society. The Mayor also directed staff to convey the Board concerns regarding the MOU's to Sullivan and Green.

X. ADJOURNMENT

Action: Trustee Charles moved to adjourn the March 24, 2015 Regular Meeting of the Town of Erie Board of Trustees; the motion was seconded by Trustee Woog. The motion carried with all present voting in favor thereof.

Action: Mayor Harris adjourned the March 24, 2015 Regular Meeting of the Town of Erie Board of Trustees at 9:15 p.m.

Respectfully Submitted,



Nancy J. Parker, CMC, Town Clerk





Tina Harris, Mayor